



# DOC NEWS ONLINE

A publication of the DC Department of Corrections

Volume 2, Issue 3  
April 2005

## IN PURSUIT OF EXCELLENCE: ACA ACCREDITATION



The symbol of our vision!

As the DC Department of Corrections transitions directors, the leadership styles may differ, but one strand of continuity is the agency's quest for excellence by achieving American Correctional Association (ACA) accreditation of the Central Detention Facility (CDF),

The ACA accreditation program is tailored to enhance a correctional system's operation and to verify that correctional programs comply with national standards. The process is based on standards developed by leaders from the field of corrections, law, architecture, health care and other groups who are interested in sound correctional management. Individual accreditation awards last for 3 years.

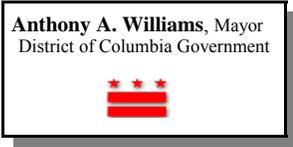
Accreditation illustrates a corrections department's ability to maintain a balance between protecting the public and providing an environment that safeguards the life, health and safety of staff, offenders, and visitors.

ACA strives to promote improvement in the management of this voluntary accreditation program and the ongoing development and revision of relevant, useful standards. Agencies are evaluated on more than 100 standards covering a wide range of areas including fiscal management, training and staff development, environmental working conditions, weapons control, and victim's services.

"Achieving ACA accreditation reflects the exceptional commitment by the entire staff, not just the director and the executives," says Interim Director, S. Elwood York, Jr. "Maintaining accreditation will require the continuous effort of the entire staff...working to improve upon identified deficiencies, and ensuring compliance with the highest corrections standards."

When asked what the staff can do to make this vision of ACA accreditation a reality, Director York said, "I have one expectation of the DOC workforce--their best."

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S. Elwood York, Jr., Esq., Interim Director



A Message from the Interim Director

## DOC'S CALL TO ACTION: AMERICAN CORRECTIONAL ASSOCIATION ACCREDITATION



One of my visions for the Department is for the Central Detention Facility (CDF) to join the elite group of correctional agencies across the nation that have achieved American Correctional Association (ACA) accreditation.

For several years, every DOC employee has heard the word *accreditation* mentioned as something the agency is striving to accomplish.

Many of the recent improvements in facilities, finances, and workforce functions were done with a focus on accreditation. Past directors developed strategic plans based on that goal, renovations were made with that goal in mind, and training is constantly being enhanced to enable the staff to meet the standards necessary for reaching that goal. DOC has successfully navigated many of the obstacles that prevented CDF's accreditation. This agency has made significant strides improving the security, safety, health and environmental conditions provided to inmates. But we are not finished yet. There is still more to be done.

I have asked that this issue of *DOC NewsOnline* address some of the topics related to the accreditation process, such as the reason for seeking accreditation, what the agency will gain, a discussion of national standards, as well as a look at some of the goals already achieved by CDF. It is necessary for every member of the workforce to understand what accreditation is all about, what it entails, and what more needs to be done. Each of us has a responsibility. We as a workforce need to be on the same page, to know what we are striving for, and to understand why our jobs sometimes require tasks that don't always seem to fit our individual view of the "big picture." A commitment to high standards requires the continuous effort of the entire staff--working to improve upon any identifiable deficiencies, and maintaining compliance with the strictest of corrections standards.

In the pursuit of excellence each of us has a mission, not just a job. The process has begun, changes have been made to put DOC on track, and the senior and executive staffs have been apprised of their responsibilities. Now it is time to step up our efforts. This means each of us in the Department of Corrections will be responsible for understanding our mission, maintaining accountability, and working more efficiently.

I look forward to this new leadership role I have accepted--working with you as we transition to a fully accredited Central Detention Facility. Together we will achieve ACA accreditation for the CDF.

*S. Elwood York, Jr.*

# DOC

**NEWS ONLINE**  
is published monthly  
by the  
District of Columbia  
Department of  
Corrections

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**Your input is important.**  
*DOC News Online* encourages responses from its readers. Letters or other submissions should be E-mailed to: [docommunications@dc.gov](mailto:docommunications@dc.gov)

The Office of Public Affairs reserves the right to edit all materials submitted.

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**Thanks to the following people  
for contributing news, articles,  
and updates to this month's  
issue of  
DOC NewsOnline**

Sgt. Carlton Butler  
Ms. Betty Green

**Every DOC employee is invited  
to submit article suggestions  
for the newsletter.**

**Let us hear from you for the  
next issue!**

## EMPLOYEE OF THE MONTH - FEBRUARY 2005



Director York presents certificate to Corporal Paulette Harris.

The person selected as the Employee of the Month for February 2005 is **Corporal Paulette Harris**. Corporal Harris joined the DOC in 1995. She resigned from the agency in August 2000 but returned in November 2004, and is currently assigned to the Relief Pool, on the number two shift. Cpl. Harris demonstrates the keep observations skills required of an excellent correctional officer. This was especially evident on February 1, 2005. Cpl. Harris was assigned as search officer at Visitors Control, when she discovered that a visitor was trying to enter the facility carrying four rounds of ammunition. Cpl. Harris notified her supervisor and detained the visitor for possible persecution. In presenting Cpl. Harris with her award, Director York praised her for her professional attitude. He said, "Her work ethics have inspired a new sense of vitality among her colleagues."

## ANNUAL WREATH LAYING CEREMONY



*In commemoration of "National Correctional Employees' Week" (April 30 - May 6) on Saturday, April 30, 2005 the Metropolitan Council of Governments will present its annual wreath laying ceremony in memory of correctional employees who have sacrificed their lives in the line of duty. The ceremony will be held at the National Law Enforcement Memorial at Judiciary Square, located on F Street, N.W. between 4th and 5th Streets, at 10:00 a.m. Congressman Danny Davis (7th District of Illinois) will serve as the keynote speaker. Included in this program will be an honor guard competition consisting of representatives from each participating jurisdiction. There will also be a multi-jurisdictional color guard presenting the colors at the beginning of the ceremony. Approximately 500 guest are expected to attend.*

## EMPLOYEE OF FIRST QUARTER - 2005

Each quarter an employee is selected to receive an award from the Director for exceptional courtesy and professional demeanor toward customers. **Corporal Glinda Brown** was chosen as the Customer Service Employee of the First Quarter - 2005.

Cpl. Brown has been with the Department of Corrections since May 1990. She began her tenure with assignments at the Medium Security and Central Facilities. She now works at the CDF where she is occasionally assigned to the Control Center, which is one of the busiest parts of the facility. In that assignment Cpl. Brown is responsible for receiving and handling a large

volume of phone calls from the public concerning an inmate's incarceration or release, as well as inmates family members who call the jail out of concern for their loved one.

Cpl. Brown's professionalism and courtesy extends not only to the agency's constituents, but also to her colleagues. She is known as a morale builder, who recognizes the good work of others and finds the bright side in meeting challenges. Cpl. Brown said, "I just like a pleasant workplace. I do my best to have a positive approach to each day, because that helps to make it better for all of us."



Director York and Customer Service Employee of the First Quarter, Corporal Glinda Brown.

## DC JAIL WARDEN STEVEN A. SMITH RETIRES FROM DOC

After 30 years with the Department of Corrections, **Steven A. Smith** retired in March. Mr. Smith began his career as a correctional officer and moved up the ranks to become Warden at the CDF.

Mr. Smith received a standing ovation from his colleagues when he attended a recent Executive Staff meeting. He told them, "I grew up in the Department of Corrections--having started when I was twenty-one years old. I've seen a lot, I've learned a lot. I couldn't have made it as far as I did without the help of the great workforce that I have been associated with. It has been my pleasure...thanks to all of you."

Interim Director S. Elwood York, Jr., congratulated Mr. Smith on his retirement, but acknowledged that he hoped he would stay a little longer. "During my role as general counsel and Steve's as warden, working together to resolve some issues that DOC

faced, the two of us went down some bumpy roads together," the Director said. "But we made it through. I just regret that I won't have the opportunity to work with him as warden in the position that I currently hold. He's a good man to work with."



Interim Director York announces Warden Steve Smith's retirement from DOC.

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The following assignments/reassignments went into effect in March.

### Central Detention Facility—D.C. Jail

#### Management

- Larry Corbett** - Acting Warden
- Michael DuBose** - Deputy Warden of Support Programs;
- Dennis Harrison** - Deputy Warden for Operations
- Patricia Temoney-Salmon** - Deputy Warden for Programs.

#### Staff

- Betty Green** - Director of Chaplaincy Services;
- Gwendolyn Holden** - Processing inmate grievances (IGP)
- Renee Morgan** - Procurement processing.

### Grimke Headquarters

- William Meeks** - Customer Service Business Partner processing
- Renee Jefferson** - Correspondence Unit duties

### Central Treatment Facility (CTF)

- Bobbi Mack** - assisting with Food Services' monitoring process.

## DEPARTURES

**LeRoy Driver, Eric King, and Robert Wilhite**, are former Correctional Officers who returned to the agency in March.

Three people who recently left the Department of Corrections to pursue other career paths include **Odie Washington**, who served for six years as Director; **Patricia Wheeler**, who previously served as Communications Chief, and returned last year as the Special Assistant to the Director; and **Ed Haynes**, who for a short time, serves as the DOC Records Office Chief.

DOC also bid farewell to Correctional Officers **Barbara Harrison** and **Charlene Perrier**, who retired in March.

# Personality Profile

**Sergeant Carlton Butler**  
DOC Accreditation Officer

If any one person could be called the subject matter expert on accreditation concerns, that person would be **Sergeant Carlton Butler**. Sgt. Butler is an Accreditation Officer for the DC Department of Corrections. He has been involved in the accreditation process since 1993, when he became a member of the original team that assisted in achieving accreditation in 1995 for the Maximum Security facility at Lorton, Virginia.

As an accreditation coordinator for the CDF, Sgt. Butler coordinates all internal accreditation related activities including the hands-on examining program, management of the operational files to ensure adequacy of documentation, and oversight of on-going compliance with the American Correctional Association standards. His tasks also include the review of departmental policies and procedures, DC Codes, federal laws, and other technical reference materials to ensure that appropriate ACA citations are included and in compliance. He routinely participates in the formulation and the development of policies, procedures, and program measurements to ensure agency compliance.



Sgt. Butler began his career with DOC in 1985 at Lorton, VA. During his tenure he has served in a number of positions including Major's Aide; Support Services Deputy Warden Aide; Acting Staff Assistant for Occoquan, Maximum Security, and Correctional Treatment Facilities; Quality Assurance Monitor; and Training Coordinator. He is dedicated to this agency and takes all of his assignments very seriously. "I am dedicated to the accreditation process," he said, "because it shows that the DOC leadership and workforce embrace its significant advantages. Correctional professionals walk a very tough beat and perform tasks that very few would want to do. The national standards that are developed for, and agreed upon by correctional professionals help to maintain a critical balance between protecting the public, and providing an environment that safeguards the life, health and safety of staff and inmates."

After being associated with the accreditation process for so long, one would think Sgt. Butler would be ready to move on to something different within the agency once CDF is finally accredited. But when asked what he was looking forward to doing when this process is over, Sgt. Butler said, "Actually I hope to become the accreditation manager and/or one of the key members on the accreditation Team. I have a solid operations background, and over the years have acquired excellent task delegation skills that will enable me to provide this agency with organized team leadership. I feel confident that my years of experience here within the DC Department of Corrections have prepared me for that task."

## SHOWER YOURSELF WITH ACA MEMBERSHIP BENEFITS!

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## KEEPING YOU “IN-THE-KNOW” ABOUT ACA AND ACCREDITATION

### ACA ACCREDITATION PROVIDES IMPORTANT AGENCY BENEFITS

- Assessment of program strengths and weaknesses
- Improved staff training and development
- Defense against lawsuits
- Establish measurable criteria for upgrading operations
- Improved staff morale and professionalism
- Safer environment for staff and offenders
- Reduced liability insurance costs

### THE MISSION OF THE ACA

The mission of the American Correctional Association is to provide a professional organization for all individuals and groups, both public and private that share a common objective of improving the justice system. The stated goals of the organization include:

- Encouraging membership through recruitment and retention strategies, and by identifying benefits and services.
- Promoting diversity in the leadership, staff, membership and activities
- Providing professional development and meaningful educational opportunities.
- Ensuring and promoting the integrity of the accreditation process by developing standards that are based on valid, reliable research and exemplary correctional practice.
- Building relationships with the educational community to promote continuing education and the expansion of degree programs relevant to corrections.
- Serving as the voice for corrections, promote sound policies and standards to enhance the perception of the corrections field.
- Developing relationships and promoting opportunities within the international justice community.
- Promote ethics within the justice profession to demonstrate--in all endeavors--socially responsible, humane correctional policies and practices.

### FROM VISION TO ACCREDITATION: THE SIX STEPS

American Correctional Association accreditation can be sought for state, county, federal and private agencies. The requirements are the same for all types of agencies. Listed below is just a highlight of what the DOC will be doing in the many months that it takes for the accreditation process to become final.

**APPLICANT STATUS** - the agency provides information so ACA can confirm eligibility, determine the applicable manual of standards, assess fees, and provide a contract, which the agency must sign.

**PRE-AUDIT ASSESSMENT** - to determine the level of compliance prior to scheduling the actual audit.

**CORRESPONDENT STATUS** - agency conducts a self-assessment of its operations and completes a Self-Evaluation Report to specify the level of standards compliance (100% for mandatory standards, and at least 90% for non-mandatory standards.)

**CANDIDATE STATUS** - when ACA accepts Self-Evaluation Report, agency works to meet the required levels of compliance and schedules the standards compliance audit by an ACA regional manager.

**STANDARDS COMPLIANCE AUDIT** - to measure the agency's operation against the standards, based on written documentation, observations and interviews.

**ACCREDITATION HEARING** - agency representative provides information about the agency, speaks in support of its appeals, and/or waiver requests, and addresses concerns the commission panel may have. After completing its review, the panel votes to award or deny accreditation.

### GRIMKE "CLEANUP DAY"

Recently Director York noticed that the Grimke workplace needed a little "spiffy-ing" up. He did not want to hand down a policy to the workforce to clean up their workspace; he wanted to encourage a bit of *paper-pile downsizing* along with office organization in a way that would make the task fun. So he came up with the idea of "Grimke Cleanup Day," with before and after pictures, as well as a prize for the most improved office.

To the Director's surprise there was not one winner, but three. The winners of the contest were the workspace and staff of the Mail Room, Human Resource Management, and the Training Academy.



One example of  
"BEFORE"  
<<=====  
and  
"AFTER"  
=====>>  
The Training Academy



### "MAKING THE DIFFERENCE"

On April 27, 2005, the Senior Executive Staff and members of the DOC workforce joined Director S. Elwood York, Jr., and Deputy Director Patricia Britton in saluting the Outstanding Performance of this agency's *Administrative Professionals*.



## *Administrative Professional Honorees*

*Michelle Baker  
Annette Blair  
Summers  
Benjamin Butler  
Theresa Capers  
Loy Cherry  
Deborah Childs  
Verella Curry  
Davondalyn Daley*

*Gwendolyn Holden  
Celestine Johnson  
Kashonda Johnson  
Shelley Jones  
Betty Keene  
Frankie Lightfoot  
Bobbi Mack  
Ellen McDonald-Haynes  
Renee Morgan*

*Patricia Nash  
Linda Rash  
Angela Robinson  
Lavon Sanders  
Marian Sanders  
Patricia Seigler  
Candice Sewell  
Deborah Smith  
Marilyn Wheaton*



### *Making the Difference*

What a blessing to be in the presence of people  
Who work for the good of the team;  
A family, not related by blood,  
but who share hopes and ideas and dreams.  
*Equal bearers of documents and deadlines ... making the difference!*

We should walk through the door of the office each day  
With a prayer to sustain self-esteem--  
"Please let us treat each other fairly and be kind;  
Recognize our will to do the best for the team."  
*Equal bearers of unforeseen office tasks ... making the difference!*

We all have a mind... we all have a brain,  
It's important that we respect each other;  
Remember, in the long run our goals are the same,  
No one person holds up the agency more than another.  
*Equal bearers of occasional impatience ... making the difference!*

We strive to understand our duties, knowing expectations are high,  
Not just at work, but at home--with those on our *other* team.  
Let's focus on issues as problems with solutions,  
To reach the bottom line while compromising in between.  
*Equal bearers of family and homes ... making the difference!*

Here for each other, whether by chance or by choice,  
Because God placed each of us where we should be;  
A deliberate partnership, perhaps not of our choosing,  
But let's enter with joy, focused on winning—not losing.  
*Equal bearers of God's grace and blessings ... making the difference!*

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